

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: MANAGER (2 POSITIONS)

LOCATION: SAN FRANCISCO, CA

JOB REQUISITION: 2893

OVERVIEW

The Administrative Office of the Courts (AOC) is currently accepting applications for two fulltime Manager positions in the Executive Office Programs (EOP) Division.

JUDICIAL COUNCIL AND THE CALIFORNIA ADMINISTRATIVE OFFICE OF THE COURTS

The Judicial Council is the policymaking body of the California courts, the largest court system in the nation. Under the leadership of the Chief Justice and in accordance with the California Constitution, the council is responsible for ensuring the consistent, independent, impartial, and accessible administration of justice. The Administrative Office of the Courts carries out the official actions of the council and ensures leadership and excellence in court administration.

EXECUTIVE OFFICE PROGRAMS DIVISION

The Executive Office Programs Division of the agency supports both the Judicial Council and the AOC Executive Office. Several diverse staff units together make up the division: Secretariat, Public Information Officer, Court Programs Services, Office of Communications, Office of Court Research, Judicial Branch Planning, and Effective Programs Unit.

Executive Office Programs Division seeks two candidates for the position of Manager, the first level in the management series. Each position is described below.

1) Manager Court Programs Services (CPS) Unit

The Manager of the CPS Unit will develop and implement goals, objectives, policies, and procedures for the CPS Unit programs, which currently include the Trial Court Presiding Judges and Court Executives Advisory Committees, associated subcommittees, and related projects and working groups.

The incumbent will be in a unique position working with judicial leaders in identifying court administrative practices and procedures that promote effective and efficient court practices impacting how justice is served. As judicial leaders, members of the Trial Court Presiding Judges and Court Executives Advisory Committees identify and study procedures that impact legislation and rule of courts initiatives. The ideal candidate for this position will be a strong leader with extensive experience in working with court leaders in shaping and guiding judicial and court administrative practices. Knowledge of court administration, trial court funding, and trial court rules of court will be helpful to this person. Specific knowledge and experience in working with and supporting judicial leaders in promoting effective and efficient court administration practices and procedures is preferred.

2) Manager Effective Programs (PEP) Unit

The Manager of the PEP Unit is responsible for the management of personnel and programs within the PEP Unit in alignment with the goals and policy direction set forth by the Judicial Council in adopted judicial branch strategic and operational plans.

The Manager of the PEP Unit will develop and implement goals, objectives, policies, and procedures for the PEP Unit programs which currently include:

PROCEDURAL FAIRNESS: The Judicial Council recently sponsored an assessment of public trust and confidence in the California courts. (http://www.courtinfo.ca.gov/reference/4_37pubtrust.htm) The PEP Unit is home to a new branchwide initiative building on the findings from those studies regarding procedural fairness. As part of this project, staff will work on the opening plenary and related statewide conference events to take place in September 2007.

KLEPS AWARD PROGRAM: Ralph N. Kleps Awards for Improvement in the Administration of the Courts recognize and celebrate the contributions made by individual courts to the administration of justice. The Kleps Awards Committee reviews and screens nominations for the Kleps Award, conducts site visits, makes award recipient recommendations to the Judicial Council, and develops strategies for the dissemination of information about Kleps-awarded projects. The committee seeks representation from all segments of the court community including: CEO's, judges with administrative responsibilities, court program managers, appellate justices, and other representatives from the legal community. For more information, see <http://www.courtinfo.ca.gov/programs/innovations/>

JURY IMPROVEMENT PROGRAM: The purpose of this program is to promote, monitor, and coordinate efficient and effective jury administration and management policies and practices designed to improve California's jury system. This includes the model juror summons project. For more information, see <http://www.courtinfo.ca.gov/jury/program.htm>

JUSTICECORPS: The California JusticeCorps Program partners recruit and train diverse university students in northern and southern California to assist overburdened courts with supporting self-represented litigants. PEP Unit staff continue to direct the JusticeCorps program as it expands statewide, working with Los Angeles and Bay Area courts to support and oversee the program as it grows to place 300 students in approximately 20 court locations. For more information, see <http://www.courtinfo.ca.gov/programs/justicecorps/>

FUND DEVELOPMENT: PEP Unit staff are a resource for staff in the AOC and the courts seeking funding for special programs and projects, providing information and assistance on applying for grants, designing programs and evaluating their impact.

The successful candidate for Manager of the PEP Unit will need strong project management skills and ability. Knowledge of court administration and management are preferred.

RESPONSIBILITIES

Although the subject matter will differ between the two positions as outlined above, both managers will be responsible for similar types of responsibilities:

- Works with committees in developing AOC policies, priorities, goals, and objectives and assists in their implementation as necessary;
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff. Creates performance and development plans for employees, conducts periodic discussions about progress on performance and development plans, and prepares written performance reviews and discusses same with assigned staff;
- Represents the judiciary, the AOC, and EOP to internal and external customers, on issues pertaining to each programmatic functional area;
- Develops, administers, and monitors budgets of assigned programs. Meets with EOP Director, EOP Assistant Director, and AOC executive staff to discuss specific needs in budget and other areas;
- Oversees selection of staff; trains staff and provides for their professional development; administers discipline as required;
- Discharges other ad hoc projects and tasks as assigned; and

- Consultant Management: Assists in developing Request for Proposals (RFP); Participates in the review of consultant proposals; Prepares contract transmittal documents (CTFs); Assists in planning budgets for consultants; Monitors consultant performance and budgets; Oversees consultant orientation to AOC policies and procedures; and, Coordinates and facilitates consultant interaction with other AOC staff members.

Additional Tasks: In the course of the work described above, the incumbent will also be responsible for:

- Extensive meeting facilitation of stakeholders;
- Outreach to and creating partnerships with other organizations both within the judicial branch and external to the judicial branch;
- Internal communication within the AOC regarding projects;
- Collaborating with communications office and public information officer on unit projects;
- Program development and management: analyze needs, such alternatives, the proposals, launch sustaining and refine programs;
- Product development: analyze needs, research models, develop and refine products;
- Organizational development;
- Additional project management;
- Compiles and calculates costs of projects or programs, prepares preliminary budgets; and
- Writes and prepares a variety of written materials.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree and six years of experience in the relevant field, including a minimum of two years of increasingly responsible management experience.

OR

Two years as a Supervising Analyst, Supervising Attorney, or other supervisory-level professional class; or three years as a Senior Analyst, Senior Attorney, or other senior-level professional class with the judicial branch.

Knowledge of:

- The California judicial system, court operations, procedures, administration and management;
- Management principles and practices, including goal setting; employee development; program development, implementation, and evaluation; and the supervision of employees;
- Advanced project management principles;
- Principles and practices relating to the functional area to which assigned, such as legislative analysis and advocacy; budget development and administration; human resources and management; qualitative and quantitative research and analysis; or trial court policies and procedures;
- Problem-solving and conflict resolution methods and techniques;
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets;
- Principles and techniques of preparing effective oral presentations; and
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Manage complex projects within tight timeframes;
- Demonstrate excellent communication skills, both written and oral, including the use of tact and discretion in dealing with those contacted in the course of the work;
- Establish and maintain effective working relationships with those contacted in the course of the work including through the use of coordination and collaboration;
- Apply strong analytical tools and prior experience;
- Develop and implement goals, objectives, policies, procedures, and work standards;
- Manage programs and staff;
- Translate unit goals, objectives, and policies into day-to-day operations;
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner;
- Develop and administer the budget of the assigned area;
- Use initiative and independent judgment within general policy guidelines;
- Effectively negotiate program and policy service agreements with outside entities;
- Knowledgeably and effectively represent the judiciary on issues pertaining to the program's or unit's functional areas;
- Apply problem-solving and conflict resolution methods and techniques;
- Work effectively with internal and external committees; and
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.

DESIRABLE QUALIFICATIONS

- Sacramento, Washington DC, or other state capital legislative experience;
- Relational database management experience;
- Community outreach/Coalition building expertise;
- Two years of organizational development experience;
- Knowledge of trial court funding;
- Knowledge of trial court rules of court; and
- Knowledge and experience in working with and supporting judicial leaders in promoting effective and efficient court administration practices and procedures.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by April 25, 2007, however this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers and search for Job Req-2893, Manager. This position requires the submission of our official application and response to supplemental questions.

OR

To obtain a printed application, please download it from our website under the Special Access and Application Help section OR visit:

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PAY & BENEFITS

SALARY RANGE: \$8,323 - \$12,325 Per Month
 (Starting Salary: \$8323 - \$9155 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
for
MANAGER (2 POSITIONS)
Job Req #2893**

To better assess the qualifications of each applicant, you will be asked to respond to the following questions:

1. Describe your knowledge and experience of court operations.
2. Describe any experience you have had managing staff and please specify your level of responsibilities for recruitment, selection, training/development, and retention of employees.
3. Please describe your experience staffing policy-setting bodies.
4. Detail your experience recruiting, contracting with, and supervising consultants.
5. What experience do you have applying for grants and managing the administration of grants received?